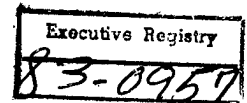


Central Intelligence Agency

Washington, D.C. 20505



17 February 1983

MEMORANDUM FOR: Lt. Gen. James Williams  
Director, Defense Intelligence Agency

Jim:

1. [redacted] mentioned to me that you were thinking of establishing a position in DIA like that of our Executive Director, and of your interest in knowing more about the Executive Director's responsibilities at CIA. Here is our formal statement of the responsibilities, as well as a list of the authorities formally delegated to me. The list is illustrative, not definitive, and probably would apply only in part to DIA, since our work and authority to operate differ from yours.

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2. Please don't hesitate to let me know if I can be of further assistance.



Executive Director

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Attachment

DOWNGRADED TO UNCLASSIFIED WHEN  
SEPARATED FROM ATTACHMENT



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DCI  
EXFC

L-314

MEMORANDUM

SUBJECT: Responsibilities of the Executive Director, Central Intelligence Agency

The Executive Director of the Central Intelligence Agency is responsible for acting on behalf of the Director of Central Intelligence and Deputy Director of Central Intelligence in the overall daily management of the CIA, including but not limited to the coordination, development and execution of the Agency's annual program. (The Executive Director is the CIA Program manager in the NFIP budget context.)

In order to carry out his responsibilities, the Executive Director is delegated all authorities vested in the DCI and the DDCI except as prohibited or proscribed by law or Agency regulation and policies.

Authorities delegated to the Executive Director include:

- Approval of Agency regulations other than those which affect the authorities of the DCI/DDCI;

- Resolve disagreements over the release of intelligence material to Congress;

- Approval of supergrade ceilings, grades and positions;

- Approval of certain fund releases, expenditures for unusual activities or for expenditures in excess

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- Appointments of middle-level supergrade operating officials;

- Final decisions on security appeals involving prospective employees, assignees and contractors;

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- Determine whether employees may respond to demands for information on matters concerning official Agency duties;

- Appeals for travel to high-risk areas;

- Approval of briefings for foreign media representatives;

- Grant approval to engage in conflict of interest situations if conditions warrant;

- Final resolution of EEO complaints;
- Retention of Agency employment after marriage to aliens;
- Release of personnel security information;
- Appeals of medical disapprovals;
- Waiver of claims for erroneous payments of pay and allowances;
- Settlement of shortage and overage cases;
- Final determination on appeals of the Publications Review Board;
- Exceptions to reception and representational entertainment policies;
- Termination of trial period personnel;
- Authorization of separation compensation;
- Approval of awards;
- Approval of certain consultants.